


19 MAY 1983

MEMORANDUM FOR: Acting Director of Logistics


FROM:


Chief, Printing and Photography Division, OL

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SUBJECT:

Printing and Photography Division's Assumption
of the Headquarters Auditorium and Room 1A-07
Classroom Support Functions

1. Attached for your signature is a memorandum to the Director of Training and Education (D/OTE) requesting approval of a Memorandum of Understanding (MOU) on agreements reached between  and I on support to Headquarters teleproduction functions.

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2. In addition to agreements between the Office of Training and Education (OT&E) and Printing and Photography Division (P&PD), agreements are also needed with Logistics Services Division, OL (LSD/OL). When all agreements are approved and subsequent actions are taken, P&PD will provide all scheduling, teleproduction, and audio-visual support to the Auditorium; technical and teleproduction support to the Room 1A-07 classroom facility; teleproduction support to non-training related Headquarters functions and ad hoc technical support to the OT&E Headquarters Self Study Center. OT&E and LSD will transfer their positions and equipment to P&PD. OT&E will continue to schedule the 1A-07 classroom, manage and operate the Self Study Center, and provide teleproduction support to training related functions in Headquarters. LSD will provide logistical and maintenance support to the Headquarters Auditorium. The current plan is to have all actions completed by 01 July 1983.

3. If you have any questions regarding this memorandum, the MOU, or the agreements, please contact me.


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Attachment:
As Stated



OL 11090-83

**Memorandum of Understanding
on the
Operation and Support
to the
Agency Headquarters Auditorium,
the Headquarters Room 1A-07 Classroom,
and the Headquarters Self Study Center**

A. Purpose

The purpose of this memorandum is to document agreements reached between the Office of Logistics Printing and Photography Division (OL/P&PD), the Office of Logistics, Logistics Services Division (OL/LSD), and the Office of Training and Education (OT&E) on the operation and support of the Agency Headquarters Auditorium, the Headquarters Room 1A-07 classroom, and the Headquarters Self Study Center. This memorandum will also address teleproduction support in the Agency Headquarters Building.

B. Background

1. The operation and support of the Headquarters Auditorium is currently the responsibility of both OT&E and OL/LSD. OT&E is responsible for teleproduction (videotaping) support for Auditorium functions. OT&E is also responsible for the scheduling and videotaping/technical support of the Headquarters Room 1A-07 classroom facility and for the operation and maintenance of the Headquarters Self Study Center. Support to the Auditorium and the 1A-07 classroom facility is currently being provided by one full-time OT&E staff employee. This employee resides in an office located in the basement of the Auditorium. He is assigned to the OT&E Media Production Branch (MPB) located in the Chamber of Commerce Building. This individual is responsible for videotaping Auditorium functions, providing videotaping and technical support to the 1A-07 classroom facility, and providing technical support to the Self Study Center. When required, he is provided additional or backup personnel support from OT&E/MPB. The Headquarters Self Study Center is staffed by a full time manager who is assigned to OTE/MPB.

2. OT&E/MPB also provides teleproduction support to both training and non-training functions that are conducted in the Headquarters Building.

3. OL/LSD provides audio visual support to Headquarters Auditorium functions. They also provide scheduling, operation, and maintenance support to the facility. Primarily, this support is provided by two individuals assigned to the OL/LSD/Space Maintenance and Facilities Branch (SM&FB). These individuals reside in the Auditorium control booth. The individuals assigned to these positions are generally new hires with little or no background in audio visual support.

4. In early March 1983, OT&E requested that P&PD assume responsibility for providing teleproduction/media support to Headquarters facilities. As a result of that request, P&PD conducted a feasibility study on teleproduction/media support to the facilities in question. The study addressed both OT&E and OL/LSD's support.

C. Problems

1. The Office of Training and Education has difficulty in providing support to Headquarters functions because of their location in the Chamber of Commerce Building. The distance between the two buildings causes both logistical and personnel management support problems. Additionally, there is a great deal of unproductive time spent by OT&E personnel traveling between the two buildings.

2. OL/LSD personnel have the responsibility for scheduling, operation, maintenance, and audio visual support to the Auditorium. The primary problem with the OL/LSD support is the lack of technical expertise of the personnel occupying the two Auditorium positions. Audio-visual support is traditionally not a function for OL/LSD/SM&FB personnel.

3. Overall, there is a problem with two separate components providing support to a function such as the Headquarters Auditorium. Although there appears to be a good working relationship between the two components involved, there are problems with coordination and supervision.

D. Recommendations/Agreements

1. As a result of the P&PD Staff Study on the Assumption of the Auditorium Video Taping Responsibilities and discussions between OT&E, LSD, and P&PD, the following agreements have been reached:

a. The Office of Training and Education will:

- (1) Relinquish responsibility for the teleproduction support to the Headquarters Auditorium.
- (2) Relinquish responsibility for teleproduction, audio-visual, operation and maintenance support to the Headquarters Room 1A-07 classroom facility.
- (3) Relinquish responsibility for teleproduction (videotaping) support to non-training related Headquarters functions.
- (4) Transfer one (1) position, with its present incumbent, to OL/P&PD.
- (5) Transfer all OT&E equipment that was in the Headquarters Auditorium and Room 1A-07 classroom as of 31 March 1983 to OL/P&PD. Exceptions to this action include; two (2) Marantz Superscope Cassette players serial

numbers 182 026 160206 and 304 026 160014 and one (1) Sony Monitor/Receiver 17" portable receiver serial number 755 026 544060.

- (6) Manage and operate the OT&E Headquarters Self Study Center.
- (7) Provide teleproduction support to training related Headquarters functions.
- (8) Provide backup support (when requested and when available) to OL/P&PD supported teleproduction functions.
- (9) Schedule functions (in coordination with OL/P&PD) for the Headquarters 1A-07 classroom facility.

b. The Office of Logistics, Logistics Services Division will:

- (1) Relinquish responsibility for the scheduling, operation, and audio-visual support to the Headquarters Auditorium.
- (2) Transfer two (2) positions, with the present incumbents, to OL/P&PD.
- (3) Transfer all audio-visual equipment that is currently in the Headquarters Auditorium to OL/P&PD.
- (4) Provide maintenance support to the Headquarters Auditorium.
- (5) Provide logistical support to Headquarters Auditorium scheduled functions.

c. The Office of Logistics Printing and Photography Division will:

- (1) Provide scheduling, teleproduction, audio-visual, and operational support to the Headquarters Auditorium.
- (2) Provide technical audio-visual and teleproduction support to the Headquarters Room 1A-07 classroom facility.
- (3) Provide ad hoc technical support (when available) to the OT&E Headquarters Self Study Center.

- (4) Provide teleproduction support to non-training related Headquarters functions and will provide backup support (when requested and when available) to OT&E supported training related functions in Headquarters.

2. The agreements outlined above will become effective on 1 July 1983. A Headquarters Notice will be published outlining the changes in responsibilities and functions.

Approved:

[Redacted Signature]

Director of Training and Education

5/31/83
Date

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[Redacted Signature]

Acting Director of Logistics

20 MAY 1983
Date

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Distribution:

Orig - Addressee for signature (Return to OL)

1 - D/OTE